

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]

JXS Airlines

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at JXS Airlines. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] served as [Candidate's Position].

During [his/her/their] time with us, [Candidate's Name] consistently demonstrated [specific qualities, skills, or achievements relevant to the position at JXS Airlines]. [Provide an example or anecdote illustrating these qualities].

[Candidate's Name] possesses strong [mention any relevant skills or attributes] that would make [him/her/them] an excellent fit for your team. [He/She/They] has a proven track record of [mention additional achievements or contributions], which I believe would greatly benefit JXS Airlines.

I wholeheartedly support [Candidate's Name] in this opportunity and am confident that [he/she/they] would make a valuable addition to your team. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]